
	<b>LOS LUNAS POLICE DEPARTMENT</b>		
	OPERATIONS	NUMBER: OPR.16.01	EFFECTIVE DATE: May 14, 2010
	SUBJECT: Citizen Ride Along Program		REVIEW DATE: August 18, 2015
	AMENDS/ SUPERSEDES:		NMSA:
NMMLEPSC STANDARDS:		APPROVED BY CHIEF OF POLICE NAITHAN G. GURULE  Signature	

## I. PURPOSE

To provide eligible citizens who reside within the Los Lunas Village limits an opportunity to observe the day to day operations of the Los Lunas Police Department and its officers. The citizen ride along program is used as an educational tool for the community.

## II. POLICY

Only those persons with written authorization from the chief of Police or his designee shall be allowed to participate in the Department Citizen Ride Along program.

## III. ELIGIBILITY:

- A. A resident who lives within the Village of Los Lunas.
- B. Shall be in good health and shall not have any conditions that may hinder a police officer from performing his/her duties.
- C. Shall be free from arrest and/or conviction of a criminal offense or serious traffic offense.
- D. Shall not be under Personal Protective Order or any sort of bond restrictions
- E. Shall not be or have been an adverse party involved in any civil matter involving the municipality or its employees as defendants.
- F. Shall agree to provide requested information necessary to allow processing of the application by this Department.

- G. Shall agree to follow the rules of the program and direction of the officer to which he/she is assigned.
- H. Shall agree that participation is limited to those hours approved by the Chief of Police or his designee.
- I. Citizens interested in the program are eligible to participate four times a year.
- J. (16) Sixteen years of age or older.

#### **IV. APPLICATION:**

Individuals wishing to participate in the citizen ride along program must:

1. Truthfully complete a Citizen Ride Along Requests Form (Covenant Not To Sue).
2. Read and initial the Rules and Regulations form.
3. Sign a release of information (if requested)
4. The completed application shall be forwarded to the Chief of Police or his designee for processing and review to determine the person's eligibility.
5. If the person is eligible for the program, the Chief of Police or his designee shall notify the applicant that they are eligible to participate.
  - a. The person making the determination of eligibility shall note their name and date on the application.
  - b. The person shall be assigned specific hours to participate. The ride along usually will last (4) four hours: however either the officer of the rider may terminate the tour at any time (see Rules and Regulations number (7) seven).
  - c. The officer affected by the hours shall be given a copy of the approved application, signed waiver and shall be informed of the arrangements by the supervisor in charge of the shift. Officers do not have to participate in the program and selection is done on a case by case basis.

6. If the person is ineligible to participate in the program, the Chief of Police or his designee shall notify the applicant that they are not eligible.
  - a. The reason for ineligibility shall be noted on the application.
  - b. The date the person was notified of the ineligibility shall be noted on the application.
7. All applications shall be maintained in an administrative file by the Chief's designee for a period of (3) three years.

#### **V. CHIEF'S RESPONSIBILITIES/DESIGNEE**

- A. Shall review the applications of the participants to ensure a waiver of liability has been signed.
- B. Shall ensure the person reporting to ride along is the same individual who has been approved.
- C. Shall review the rules of the program with the participant and ensure they are in proper attire.
- D. Shall assign the participant to an officer who is participating in the program for the Ride-Along period and make the proper introductions.
- E. Shall brief the assigned officer of any additional responsibilities during Ride-Along period.
- F. May terminate a ride -along due to manpower shortage, workload or some unforeseen circumstances where it would not be appropriate to continue the session.
- G. Shall interview both the participant and the officer to receive feedback about the program. A short synopsis of the information will be written by the officer and given to the Chief and or designee.
- H. Should a Ride- Along experience be terminate at the request of an officer, the chief shall ensure an administrative report detailing the reason(s) for the decision is attached to the application. The following are circumstances when the Ride-Along experience may be ended.
  1. The participant does not follow the rules of the program or directions from the officer

2. The participant creates conflict or an unsafe environment for the officer.
3. Conditions exist that make it unsafe for the participant to continue.
4. It is determined that the participant was untruthful in the application for the program.

## **VI. POLICE OFFICER RESPONSIBILITIES**

- A. Officers assigned a civilian Ride-Along should go about their routine assignment while hosting a program participant. Remember that the participant is an interested citizen observer.
- B. Officers shall keep the safety of the participant in mind when performing assignments. Instructions shall be given to the participant that is consistent with the rules of the program. It should be reinforced that unless otherwise directed by the officer, they are to remain with the patrol vehicle as an observer.
- C. Officers shall familiarize the participants with the equipment in the patrol vehicle and how it functions.
- D. Officers are expected to answer the participants questions in a thoughtful and truthful manner. Tactical or operational information of the department that is considered confidential shall not be disclosed.
- E. The officer is responsible to pre plan with the participant some safe drop off places such as an open business that can be utilized in the event that the officer has to respond to a high risk call for service where the likelihood of the participant getting hurt is high. The officer will drop the participant at one of the safe places and notify dispatch of the location. As soon as practically possible, the officer shall retrieve the participant or cause it to be done by another officer.
- F. If the participant wants to end the ride-along they are to be returned to the station as soon as practical. The chief of police or his designee shall be notified the participant has chosen to terminate.
  1. An officer may request to the chief of police or his designee to end the participant's ride-along experience. The Following are circumstances when the ride-along experience may end.

- i. The participant does not follow the rules of the program or directions from the officer
- ii. The participant creates conflict or an unsafe environment for the officer.
- iii. Conditions exist that make it unsafe for the participant to continue.
- iv. It is determined that the participant was untruthful in the application for the program.

## **CITIZEN RIDE-ALONG RULES AND REGULATIONS**

1. No person shall be allowed to ride without having submitted a signed ride-along request and waiver form. Refusal to complete this form, or false statement of any nature on same, will disqualify that person from participating in the program, the request to ride form must be turned into the Police Department five (5) days prior to the requested date of participation. At the Chief, Deputy or the Lieutenant's discretion, exceptions may be made for special circumstances.
2. Participants must obey the orders and instructions given by the Police Officer to whom they are assigned.
3. Participants must not leave the patrol vehicle unless instructed to do so by the Police Officer.
4. When the patrol unit is assigned to a dangerous call, the rider may be dropped off at a safe location and he/she must remain there until the Police Officer or another Police Officer returns to pick him/her up.
5. The rider will provide his/her own transportation to and from police department.
6. Persons with criminal backgrounds will not be allowed to ride with a Police Officer. Background checks may be conducted on all applicants prior to approval of their request being approved.
7. Ride along tours usually last four (4) hours: however: either the officer or the rider may terminate the tour at any time. The

Chief, Deputy or Lieutenant shall be advised of early termination.

8. Applicants will be notified by the police department upon completion of the request form within a reasonable period of time if their request has been approved or denied. (All decisions are final)
9. The applicant's participation is a privilege and not a right. The basic premise of the ride along program is to establish rapport with the police and to become more familiar with the functions of Police Officers.
10. Participants shall not converse with any prisoners, suspect, victims or witnesses nor shall they participate in any police activities unless directly requested by Police Officers.
11. All participants must agree not to discuss names of any person involved in police cases or incidents. The observers will be considered a confidant of the police department and it is essential that all matters pertaining to evidence or statements gathered in investigation be held confidential.
12. Tape recorders and cameras will not be permitted while participating in the program, unless express permission is granted by the Chief, Deputy or the Lieutenant.
13. All participants **Cannot** carry a **Firearm** even if you have a concealed weapons permit. The exception is a certified Police Officer.
14. By signing the **Citizen Ride Along Request Form** & **my initials below**, I agree to the **Rules and Regulations** listed herein.

***[    ] Initials required confirming that I have read and fully understand these rules and regulations.***

***[    ] Initials of Parent or Guardian***